

5th Primary Computer (Language Section)





A. Put (√) or (X):

1. Taskbar displays the time but not the date. ( )
2. We can't restore a file from Recycle Bin. ( )
3. The number of the desktop icons differs from a computer to another. ( )
4. Desktop icons can't be arranged. ( )
5. From the advantages of the taskbar that, the computer can be turned off safely from it. ( )
6. Index window is similar to the book index. ( )
7. Most of the used programs have "Help" which can be used when it is necessary. ( )
8. "Home" is used when asking for help from Microsoft Company via Internet. ( )
9. "Help" window can be opened from "Start" menu only. ( )
10. "Support" is used for opening the index window of "Help". ( )
11. All screen savers have the same settings. ( )
12. The Screen Saver doesn't allow using "Password". ( )
13. The Screen Saver should have animation. ( )
14. It is possible to access the window of Desktop properties by selecting "Display" from "Control Panel". ( )
15. The period after which the screen saver will appear can be set from "Power". ( )
16. To change the desktop background, select "Screen Saver" from the "Properties" window. ( )
17. The background should be selected from a menu, not from a stored image on the computer. ( )





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18. "Tile" in "Position" window makes the background appears at the middle of the screen. ( )
19. When selecting "None" from the background menu, then no image will be put as a background but, the selected color in "Color" window will be used. ( )
20. We can preview the background when selecting it from the menu. ( )
21. It isn't possible to use an image from the internet or created in the paint program, as a background. ( )
22. To open "Date and Time" window, double click on the clock icon in the Taskbar. ( )
23. There are two formats for the time display 12 hours, 24 hours. ( )
24. "Internet Time" makes the computer timing synchronized with the specified server in the internet. ( )
25. The computer depends on the battery for counting date and time until turning the computer on. ( )
26. To count date and time, the computer should be connected to the internet. ( )
27. Cairo GMT + 2:00 indicate that GMT line is advanced from Egypt timing with two hours. ( )
28. The importance of Date and Time setting in Windows is to know date and time of files creation and modification. ( )
29. The geographical location or Time Zone is selected from "Date and Time" tab. ( )
30. The computer stops counting Date and Time when turning it off. ( )





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31. "Date and Time" setting window can be accessed via the clock icon on the Taskbar. (   )

B. **Complete the following sentences from the brackets:**

(Name – Size – Start – Taskbar – Restore – My Documents)

1. The icons of the programs in the memory are at the right of………………
2. To turn the computer off safely, the button ………………is used.
3. ………………is of the methods of arranging the icons according to size.
4. ………………is of the main icons on the desktop.
5. We can restore the deleted files from the Recycle Bin by selecting ………………in the shortcut menu.

Complete the following sentences from the brackets:

(Color – Change Icon – Browse – Restore Default – Desktop)

1. ……………………is used for changing the shape of the main icons of the desktop.
2. ……………………to restore the default shape of the icon.
3. ……………………to select a stored image to be used as a background.
4. ……………………is selected for changing the desktop background from the properties window.
5. ……………………to set a color in the background instead of image.





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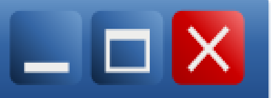
Complete the following sentences from the brackets:

(Cut – Copy – F1 – Search – F3 – Windows – Help and Support)

1. "Help and Support" window can be opened by pressing………………..from the keyboard.
2. Type the subject which we need information about it beside………………
3. "Help" program represents information about………………..
4. To open "Help", select ………………..from "Start" menu.
5. The information in "Help" can be copied and sent to WordPad by………………..order from shortcut menu.

C. Correct the underlined:

1. "Help" window can be opened by selecting **Search** from Start menu.
   (…………………………)
2. **Support** is used for displaying a list of the visited subjects.
   (…………………………)
3. "Help" program can be opened by pressing **F3** from the keyboard.
   (…………………………)
4. When clicking **forward**, we move to the previous window of the current window.
   (…………………………)
5. Select **Cut** to copy the results for the WordPad program.
   (…………………………)





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D. Match:

A		B	
1	Wait	A	Animation which appear automatically when not using the computer.
2	Preview	B	To turn off the Hard Disk until using the computer again.
3	System stand by	C	Control the period after which the screen saver will appear.
4	Screen Saver	D	To turn off the computer until using it again.
5	Turn off Hard Disk	E	Used to preview screen saver

(1 , ……) , (2 , ……) , (3 ,……) , (4,……) , (5 , ……)



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A		B	
1	My Computer	A	It saves the deleted files or folders to restore or delete them completely.
2	My Documents	B	To open the Internet pages and sites.
3	Recycle Bin	C	It deals with the computer hardware and programs.
4	Internet Explorer	D	It saves the necessary files to access them easily.

(1 , ……) , (2 , ……) , (3 ,……) , (4,……)

A		B	
1	GMT	A	Morning in the timing system 12 hours.
2	AM	B	A tab for selecting the Time Zone.
3	PM	C	Illusionary line which passes through London named Grinitch.
4	Time Zone	D	Evening in the timing system 12 hours.

(1 , ……) , (2 , ……) , (3 ,……) , (4,……)







E. Re – arrange the steps for arranging the desktop icons by type:

1. Select "Arrange Icons By" from the shortcut menu. (   )
2. Select "Type". (   )
3. Right Click on a free space on the desktop. (   )
4. A sub – menu appears to select the sort of arrange. (   )
5. A shortcut menu of the desktop appears. (   )

Re – arrange the steps to change the desktop background to "Autumn":

1. Select "Desktop". (   )
2. Right Click on a free space on the desktop. (   )
3. Select "Properties" from the shortcut menu. (   )
4. Click "OK". (   )
5. Select the image "Autumn". (   )





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Answers

A. Put (√) or (X):

1. Taskbar displays the time but not the date. (×)
2. We can't restore a file from Recycle Bin. (×)
3. The number of the desktop icons differs from a computer to another. (√)
4. Desktop icons can't be arranged. (×)
5. From the advantages of the taskbar that, the computer can be turned off safely from it. (√)
6. Index window is similar to the book index. (√)
7. Most of the used programs have "Help" which can be used when it is necessary. (√)
8. "Home" is used when asking for help from Microsoft Company via Internet. (×)
9. "Help" window can be opened from "Start" menu only. (×)
10. "Support" is used for opening the index window of "Help". (×)
11. All screen savers have the same settings. (×)
12. The Screen Saver doesn't allow using "Password". (×)
13. The Screen Saver should have animation. (√)
14. It is possible to access the window of Desktop properties by selecting "Display" from "Control Panel". (√)





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15. The period after which the screen saver will appear can be set from "Power". (×)

16. To change the desktop background, select "Screen Saver" from the "Properties" window. (×)

17. The background should be selected from a menu, not from a stored image on the computer. (×)

18. "Tile" in "Position" window makes the background appears at the middle of the screen. (×)

19. When selecting "None" from the background menu, then no image will be put as a background but, the selected color in "Color" window will be used. (√)

20. We can preview the background when selecting it from the menu. (√)

21. It isn't possible to use an image from the internet or created in the paint program, as a background. (×)

22. To open "Date and Time" window, double click on the clock icon in the Taskbar. (√)

23. There are two formats for the time display 12 hours, 24 hours.(√)

24. "Internet Time" makes the computer timing synchronized with the specified server in the internet. (√)

25. The computer depends on the battery for counting date and time until turning the computer on. (√)

26. To count date and time, the computer should be connected to the internet. (×)



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27. Cairo GMT + 2:00 indicate that GMT line is advanced from Egypt timing with two hours. (×)

28. The importance of Date and Time setting in Windows is to know date and time of files creation and modification. (√)

29. The geographical location or Time Zone is selected from "Date and Time" tab. (×)

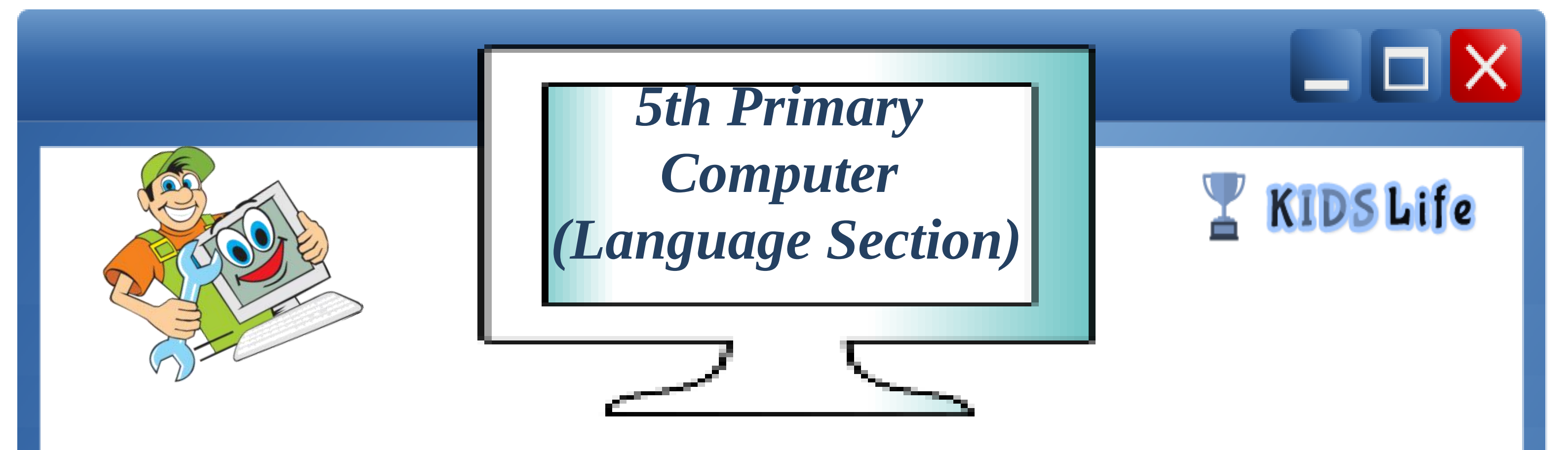
30. The computer stops counting Date and Time when turning it off. (×)

31. "Date and Time" setting window can be accessed via the clock icon on the Taskbar. (√)

B. Complete the following sentences from the brackets:

(Name – Size – Start – Taskbar – Restore – My Documents)

1. The icons of the programs in the memory are at the right of**Taskbar**.
2. To turn the computer off safely, the button **Start**is used.
3. **Size**is of the methods of arranging the icons according to size.
4. **My Documents** is of the main icons on the desktop.
5. We can restore the deleted files from the Recycle Bin by selecting **Restore**in the shortcut menu.



Complete the following sentences from the brackets:

(Color – Change Icon – Browse – Restore Default – Desktop)

1. **Change Icon**is used for changing the shape of the main icons of the desktop.
2. **Restore Default**to restore the default shape of the icon.
3. **Browse**to select a stored image to be used as a background.
4. **Desktop** is selected for changing the desktop background from the properties window.
5. **Color**to set a color in the background instead of image.

Complete the following sentences from the brackets:

(Cut – Copy – F1 – Search – F3 – Windows – Help and Support)

1. "Help and Support" window can be opened by pressing **F1** from the keyboard.
2. Type the subject which we need information about it beside **Search**.
3. "Help" program represents information about **Windows**.
4. To open "Help", select **Help and Support** from "Start" menu.
5. The information in "Help" can be copied and sent to WordPad by **Copy** order from shortcut menu.







C. Correct the underlined:

1. "Help" window can be opened by selecting **Search** from Start menu. (**Help and Support**)
2. **Support** is used for displaying a list of the visited subjects. (**History**)
3. "Help" program can be opened by pressing **F3** from the keyboard. (**F1**)
4. When clicking **forward**, we move to the previous window of the current window. (**Back**)
5. Select **Cut** to copy the results for the WordPad program. (**Copy**)





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D. Match:

A		B	
1	Wait	A	Animation which appear automatically when not using the computer.
2	Preview	B	To turn off the Hard Disk until using the computer again.
3	System stand by	C	Control the period after which the screen saver will appear.
4	Screen Saver	D	To turn off the computer until using it again.
5	Turn off Hard Disk	E	Used to preview screen saver

(1 , **C**) , (2 , **E**) , (3 ,**D**) , (4,**A**) , (5 , **B**)







A		B	
1	GMT	A	Morning in the timing system 12 hours.
2	AM	B	A tab for selecting the Time Zone.
3	PM	C	Illusionary line which passes through London named Greenwich.
4	Time Zone	D	Evening in the timing system 12 hours.

(1 ,**C**) , (2 , **A**) , (3 ,**D**) , (4,**B**)

A		B	
1	My Computer	A	It saves the deleted files or folders to restore or delete them completely.
2	My Documents	B	To open the Internet pages and sites.
3	Recycle Bin	C	It deals with the computer hardware and programs.
4	Internet Explorer	D	It saves the necessary files to access them easily.

(1 ,**C**) , (2 , **D**) , (3 ,**A**) , (4,**B**)







E. Re – arrange the steps for arranging the desktop icons by type:

1. Select "Arrange Icons By" from the shortcut menu. (3)
2. Select "Type". (5)
3. Right Click on a free space on the desktop. (1)
4. A sub – menu appears to select the sort of arrange. (4)
5. A shortcut menu of the desktop appears. (2)

Re – arrange the steps to change the desktop background to "Autumn":

1. Select "Desktop". (3)
2. Right Click on a free space on the desktop. (1)
3. Select "Properties" from the shortcut menu. (2)
4. Click "OK". (5)
5. Select the image "Autumn". (4)